



2012 Indiana Day of Service Mini Grant Request for Projects



Purpose

The Indiana Office of Faith-Based and Community Initiatives (OFBCI) is a voice for service and volunteerism in the state. Therefore, mini-grants are being offered to provide resources to coordinate Day of Service projects. The goal of this Mini-Grant program is to demonstrate the power of service as a solution to community needs. OFBCI encourages Day of Service projects that (1) demonstrate community connections and use of local resources, (2) build capacity of local national service programs through regional networking and co-planning of activities, and (3) increase member and volunteer understanding and commitment to national service and volunteerism.

The Corporation for National and Community Service (CNCS) and OFBCI strive to ensure all service experiences are meaningful for all participants, regardless of their abilities. To this end, the mini-grant applicants are required to partner with a minimum of one organization that serves persons with disabilities. This partnership must involve the inclusive participation of people with disabilities in the proposed project.

Eligible applicants can apply for funding for: Martin Luther King Jr. Day of Service, AmeriCorps Week, National Volunteer Week, and/or 9/11 National Day of Service and Remembrance. Please submit one application for each Day of Service an organization wishes to apply for.

Proposed projects or events *must occur on or around the Day of Service.*

Projects may be conducted at a mutually agreed-upon location that is accessible to all volunteers and participants, including people with disabilities.

Martin Luther King Jr. Day of Service: Designed to help develop opportunities for people across Indiana to engage in volunteerism and service during the week of the Martin Luther King, Jr. holiday. The MLK Jr. Day of Service empowers individuals, strengthens communities, bridges barriers, creates solutions to social problems, and moves us closer to Dr. King's vision of a beloved community. <http://mlkday.gov/> January 16, 2012

AmeriCorps Week An annual event designed to provide recognition for current AmeriCorps members and alumni, as well as increase awareness of the value of AmeriCorps service as a strategy to meet community needs. AmeriCorps Week projects engage a wide-ranging set of individuals, including current AmeriCorps State, National Direct, and VISTA members, as well as AmeriCorps alumni and community volunteers. Projects funded under this initiative spotlight current AmeriCorps programs and/or projects, the benefits of AmeriCorps service, and the opportunities AmeriCorps offers to prospective members. <http://www.americorpsweek.gov> March 10 – 17, 2012.

National Volunteer Week Represents a wonderful chance to expand service opportunities for people of all ages throughout Indiana; to help nonprofit organizations increase their capacity to recruit, support and recognize volunteers; and to celebrate the power of service as a strategy to meet community needs.

<http://www.handsonnetwork.org/nationalprograms/signatureevents/nvw> April 15-21, 2012

National Day of Service and Remembrance pays tribute to honor the sacrifice of those lost and to those who rose in service. Examples include honoring veterans, soldiers, or first responders by collecting donations, assembling care packages, and writing thank you letters. <http://911dayofservice.org/> September 11, 2012



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Corporation for
**NATIONAL &
COMMUNITY
SERVICE** ★★ ★

Grant Amounts

Grants will be awarded based upon project needs, a minimum of \$1000 and up to \$2500 depending on the size and scale of the project. Day of Service mini-grant funding available is \$25,000. The amount of the award will be determined based upon the strength of the application, the financial needs of the project, and evidence of collaboration among various organizations. All grant awards will be in the form of reimbursement.

Eligible Applicants

Any state or local government entity, educational institutions (public and/or private colleges/universities; K-12 schools, including charter and religious), and tax-exempt 501(c)(3) organizations, including, but not limited to, community- and faith-based organizations, neighborhood groups.

Applicants are required to partner with a minimum of one local partnership with an organization that serves people with disabilities. Preference will be given to national service programs that partner with a minimum of one other program, preferably from another stream of service (VISTA, Senior Corps, and AC Alums).

Reporting Requirement

Grant recipients must provide the Office of Faith-Based and Community Initiatives with a completed final report within one month after the project. Keep in mind that the grant reimbursement process cannot begin until the report is submitted. If your report is not submitted by the deadline, your grant agreement will be voided and no funding will be awarded. Final project reports will, at a minimum, include the following: number of participants, total number of volunteers engaged, number of new volunteers recruited, number of total hours served by all volunteers, number of community partners, project outcomes.

Application Instructions

1. Online application: <https://www.surveymonkey.com/s/YJY885N> (Questions are listed at the end of this document.)

2. Budget Worksheet

3. Vendor form: If you are not currently an OFBCI vendor, then please submit this form.

* Please note that it may take up to forth five (45) days to process the vendor form. The form can be found at: <https://forms.in.gov/Download.aspx?id=7159>.

Questions should be addressed to the OFBCI by phone at 317-233-4273, Indiana Relay 711 (800-743-3333), or oevents@ofbci.in.gov. You are encouraged to use the online application. However, if not utilizing the online format, applications should be sent to oevents@ofbci.in.gov. Please contact the OFBCI if you need materials in another format.

Deadlines

MLK Jr.:	AmeriCorps Week	National Volunteer Week	National Day of Service and Remembrance:
November 28, 2011 by 5 pm ET	February 1, 2012 by 5pm ET	March 1, 2012 by 5 pm ET	July 16, 2012 by 5 pm ET



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Awards will be made upon review and approval of the application. Successful applicants will be notified by e-mail within two weeks after the above deadlines.

Instructional Webinars

There will be an instructional webinar on inclusion prior to each day of service for those involved in the proposed projects. These webinars would be focused on inclusion and, specifically, on inclusion with people with disabilities. The purpose of these training sessions is to promote the awareness of inclusion and how to help people with disabilities feel welcome while organizing and/or participating in service. Once awarded, a webinar is required before the day of service can take place. The initial webinar will be the second full week in December 2011. Specific details will be provided at the time of award.

Suggested Project Design Component

The project includes a civic reflection component. Civic reflection is defined as reading, thinking and talking with each other about our life in community and the fundamental human activities that nourish that life: giving, serving, associating and leading. The reflection activity can occur pre- or post-service. The method for introducing your theme for this reflection can be an excerpt from a piece of literature, a song, a movie or a speech. The purpose of incorporating reflection is to enrich the service experience and build a deeper understanding of service participants' motivations for being a part of civic life. For more ideas on reflection, visit http://servicelearning.org/instant_info/hot_topics/reflection/index.php.

Financial Guidance

Applicants are required to match 15% of the budget to support the project. All recipients will be required to report the resources utilized to match grant funds by line item. Matching funds can be a combination of cash or in-kind match.

Mini-grant funds WILL BE COST-REIMBURSEMENT, upon completion of service projects and submission of required documentation. **Funds may be used for payment of the following expenses:**

1. Supplies and materials necessary to complete the project;
2. Promotional materials, signs and correspondence about the project;
3. Food and beverages may be provided for volunteers ONLY, up to \$10.00 per day per person. Food will only be allowed IF AN APPROVED AGENDA that reflects meal(s) as integral to an ALL-DAY project. (see attachment on page 7).
4. Duplication (copying) of directional handouts materials.
5. Transportation expenses for small groups of volunteers and members to/from project site. (Ex: 20 participants in 4 autos x 90 miles ea. @ .44/mi.=Total).
6. CPR/First Aid/Disaster Preparedness & Response Training for national service participants, in conjunction with Tribute activities (National Day of Service and Remembrance ONLY)

Use of in-kind donations for transportation and other service project-related expenses is encouraged.

- Grant funds can be used for project materials and supplies (i.e. snacks for volunteers, t-shirts, printing, advertisement, etc).



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- Funds cannot be used for staffing, personnel costs, organizational operating expenses, honoraria or fees for speaking.
- Funds cannot be used to inhibit or advance religion in a material way; funds may not be used to fund religious instruction, worship or proselytizing.
- Funds cannot be used to participate or endorse activities that are likely to include advocacy for or against political parties, platforms, candidates, proposed legislation or elected officials.

Funding Authority Corporation for National and Community Service and Indiana Office of Faith-Based and Community Initiatives.

Application to be answered in Survey Monkey include:

1. Background
 - a. Describe the organizations past experience successfully planning Day of Service projects or experience with other community service activities.
2. Project Design (relate specifically towards the Day of Service)
 - a. Describe the identified community need(s) to be addressed and a strategy to impact them through the Day of Service project.
 - b. Provide a brief description of the service project, including the overall objective, project date(s) and location, description of activities, the roles for volunteers and number of new volunteers to be engaged.
 - c. Describe how reflection activities will be incorporated into the project.
 - d. Describe how the organization will recruit and engage a diverse pool of community volunteers, especially new volunteers not previously involved with the sponsoring organization(s).
 - e. Describe which groups, who work with or are made up of people with disabilities, that the organization will partner with in the Day of Service project and how the organization will make the project accessible and inclusive for all people.
 - f. Describe how the organization will publicize the event to potential sponsors, community partners, and the media to strengthen awareness of the Day of Service.
 - g. Describe how the organization will partner with the other agencies or groups in the local community to assist with project development or volunteer recruitment.
 - h. Describe the plan and process for collecting data (number of participants, number of volunteer hours, etc) and evaluating the project.
3. Project Goals and Outcomes
 - a. State a desired outcome (change or benefit) for the community being served
 - b. State a desired outcome (change or benefit) for the engaged volunteers
 - c. Describe how success will be measured including the success of engaging people with disabilities..
 - d. Describe how the project addresses the community need in a sustainable way.



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Budget Worksheet Application

This budget worksheet is to be completed with as much detail as possible. Please be sure to indicate the price per unit for all items, regardless of whether the item is requested to be funded through the grant.

Please complete the following worksheet by listing any and all expected. Please be specific in listing the item required and its source. When listing the price for the item, please indicate the total cost for the quantity requested, not the cost per item.

Item	Source of Item	Quantity	Price Per Item	Total Cost	Grant Funds Requested	Matching or In-Kind Funds	Source of Matching or In-Kind Funds

Total Budgeted:	\$
Total Requested:	\$